



## Botvin *LifeSkills Training* Middle School Program LST SITE COORDINATOR FACT SHEET

Site Coordinators are the direct link between the University of Colorado Boulder – who manages the grant and all interactions with the program developer’s company – and schools and teachers involved with Botvin *LifeSkills Training* (LST) implementation.

**Site Coordinators are vital to the successful implementation of LST.** Broadly, Site Coordinators maintain a close relationship with participating school(s) throughout the project, keep key school personnel informed about the nature and requirements of the project, and assist CU Boulder in monitoring implementation and identifying and problem-solving barriers to successful programming. Site Coordinators assist with the following responsibilities:

### Training

1. Work with CU Boulder to set up training, order materials, and ensure that all LST instructors are able to attend.
2. Recommend local classroom observers to be hired by CU Boulder.
3. Attend teacher training and encourage school staff to attend to provide a supportive school structure.
4. Collect and return completed LST training workshop attendance logs and evaluation forms to CU Boulder.

### Before Implementation

1. Submit curriculum order and contact CU Boulder if materials are missing or additional materials are needed.
2. Collect implementation schedules from teachers and ensure that all eligible students are scheduled to receive the program.
3. Make sure all teachers have required materials to implement LST (i.e., teacher’s manual, student guides).

### During Implementation

1. Check in with teachers and inquire about training needs, schedule changes, questions, and concerns, and relay requests to CU Boulder.
2. Request teachers to notify CU Boulder and observers of implementation schedule changes.
3. Notify CU Boulder promptly of any administrator or LST instructor turnover.
4. Participate in the annual CU Boulder process evaluation visit, and provide assistance with scheduling meetings with school personnel upon request.
5. Remind teachers to complete the online Teacher Feedback Survey and complete an annual Site Coordinator survey detailing the macro-level experiences with implementation. A gift card up to \$100, depending on the size of the site, is provided in recognition of their work leading this effort.

### Capacity Building and Sustainability

1. Participate in the strategic sustainability workshop to gain insights for long-term LST implementation.
2. Work with appropriate persons within the site to create and implement a sustainability plan.
3. Align LST lessons to the educational standards of the district and align LST goals with the larger student achievement and school improvement work, if this work is desired.
4. Complete a brief survey one and two years beyond grant conclusion to report the successes and challenges with sustaining the LST program.

*Thank you for considering the responsibilities of the Site Coordinator role. If you have any questions about the program or the initiative, please contact [lstgrant@colorado.edu](mailto:lstgrant@colorado.edu).*